

**DELAWARE DEPARTMENT OF JUSTICE**  
**CASUAL/SEASONAL JOB OPENING**

**Opening Date: July 23, 2018**

**Closing Date: Until Filled**

*This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.*

**VICTIM/WITNESS SOCIAL WORKER**

**Criminal Division, Court of Common Pleas, New Castle County**

**Job Responsibilities and Duties:** This Social Worker will provide professional social work services for the Criminal Division within the New Castle County Offices. This Social Worker assists Deputy Attorneys General and works directly with victims whose cases fall under the jurisdiction of the Court of Common Pleas. Specific duties include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identifying individual needs; assisting with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial; and making referrals through the use of community resources.

**Minimum Qualifications:**

1. Bachelor's Degree in a Human Services related field
  2. Two years post education experience in a Human Services field
- OR**
- Associate's Degree (two year) in a Human Services related field with no less than 3 years of experience as a Victim Service Specialist in the Delaware Department of Justice
3. Knowledge of the criminal justice system
  4. Ability to interview and counsel

**Desired Qualifications:** *Bi-Lingual in Spanish and English is desired, but not required.*

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):  
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**